

PLATTE COUNTY
PLANNING AND ZONING
BUILDING PERMIT
PACKET

REVISED: December 30, 2011

PREFACE

The purpose of this document is to provide an overview of the procedures to apply for and obtain a building permit. This information is intended to be as thorough as possible; however, department procedures are subject to change without notice.

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, covert or replace any electrical, gas, mechanical or plumbing systems, the installation of which is regulated by the building code, or to cause any such work to be done, shall first make application to the building department and obtain the required permit.

WHERE TO APPLY / BUSINESS HOURS / PHONE NUMBERS:

Platte County Planning and Zoning
Platte County Administration Building
415 Third Street, Suite 115
Platte City, Missouri, 64079

Hours of operation

8:00 a.m. to 5:00 p.m., Monday through Friday with the exception of County Holidays. It is best to call to schedule an appointment to ensure someone will be present to issue your permit.

Telephone numbers: 816-858-3380 or 816-858-1940

County Website: www.co.platte.mo.us

No construction is allowed until the permit is issued. A building permit application shall be reviewed and acted upon within five (5) working days after the receipt of all the required information. Notification may be made by telephone, email or by standard mail as to whether the permit will be issued.

GENERAL INFORMATION

PERMITS ARE REQUIRED FOR:

- (a) The construction, reconstruction, renovation, remodeling, moving, demolition, structural alteration or change in the use of a building or a structure affixed into the ground.
- (b) Any change in the bulk of a building or structure affixed into the ground, or a non-building use, but not including ordinary repairs which are not structural in nature.

APPLICATION PROCEDURES:

Applications for building permits shall be presented by the owner or lessee, (or agent of either), architect, engineer or builder employed in connection with the proposed work being authorized on the application. All required information and building plans shall be presented in their entirety to the Platte County Planning and Zoning Office. **THE PLANNING AND ZONING PERSONNEL CANNOT ASSIST PEOPLE IN DRAFTING PLANS AND/OR DRAWINGS TO DESIGN A PROJECT.** The review of your submitted plans will be evaluated in relationship to the Building Codes adopted by Platte County, Missouri.

SPECIFICATIONS ON PLANS:

Construction documents, special inspection and structural observation programs, and other data shall be submitted in one or more sets with each application for a permit in its original form. Construction documents shall be prepared by a registered design professional in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents be prepared by a registered design professional as defined in R106.1 of the 2006 International Residential Code.

BUILDING AND SPECIALTY CODES ADOPTED BY PLATTE COUNTY, MISSOURI:

International Building Code 2006 version (as amended)
International Residential Code 2006 version (as amended)
International Plumbing Code 2006 version (as amended)
International Mechanical Code 2006 version (as amended)
International Fuel Gas Code 2006 version (as amended)
International Energy Conservation Code 2006 version (as amended)
National Electrical Code 2005 version (as amended)
Platte County Zoning Ordinance (Adopted 1990) as amended
Platte County Subdivision Regulations (Adopted 1992) as amended
National Green Building Standard ICC 700-2008

Wind Load Design

Requirements for Garage Doors

Section R301.2.1 of the 2006 International Residential Code (IRC) and Section 1609 of the 2006 International Building Code (IBC) require that all doors be able to resist the design wind load for the structure. This is especially critical for garage doors due to their large area. If a garage door fails due to high winds, the resulting building opening could lead to failure of the garage structure under the increased wind loads.

Platte County has a basic wind speed of 90 mph (3-second gust). For a house in exposure category B, this translates to 12.8 psf positive wind pressure and 14.8 psf suction wind pressure for a 9'x7' door, and 12.4 psf positive wind pressure and 13.8 psf suction wind pressure for a 16' x 7'door. (See IRC section R301.2.1.4)

The permanently attached label will clearly indicate the wind loads in pounds per square foot, psf for which the door has been certified.

Platte County will verify that garage doors bear the certification label indicating compliance to the local wind loads, and that the installation is in conformance with the manufacturer's installation instructions. The manufacturer's installation instructions shall be left at the house for inspection purposes.

EXPIRATION:

RESIDENTIAL AND COMMERCIAL CONSTRUCTION: Every building permit for new construction of residential or commercial buildings shall expire by limitation at the end of two (2) years from the date issued. If construction is not completed within said two-year period, the Planning and Zoning Director, or a duly designated alternate may, for due cause shown, extend the permit for a period not to exceed six (6) months. No more than two (2) building permits may be issued for the same or substantially the same new construction.

OTHER CONSTRUCTION: Building permits for room additions, reconstruction, renovations, remodeling, demolition, structural alterations, swimming pools, pole barns, detached garages, sheds and exterior modifications to existing structures and building permits for repair or to correct situations which otherwise might be subject to the Platte County Demolition of Dangerous Building Ordinance (Ordinance Number 24-94) shall expire at the end of six (6) months from the date issued. If construction is not completed within said six (6) month period, the Planning and Zoning Director or a duly designed alternate may, for due cause shown, extend the permit for one additional three (3) month period. No more than three (3) building permits may be issued for the same or substantially the same construction.

PENALTY:

Except in emergency situations, as determined by the Building Official and/or Enforcement Officer, when work requiring a permit is started prior to obtaining a building permit, the fee for such permit shall be doubled per the requirements of the 2006 International Building Code and 2006 International Residential Code, Section R108.6. The Building Official and/or Enforcement Officer shall also have the option of issuing a stop work order in addition to the permit cost being doubled.

CHANGES:

The applicant can change their contractor, by asking the Planning and Zoning Office to review the application. If the applicant wants to change the project, two sets of plans should be submitted to the Planning and Zoning Office that clearly show all revisions in relationship to the approved plans. These revisions must be approved by the building official. If any revisions include structural changes, you will be required to resubmit those changes with an approval from an engineer licensed in the State of Missouri.

EXPIRED PERMITS

Once a permit is issued, construction must begin within 180 days. Construction may not cease for more than 180 days. If this time period is exceeded, the permit will automatically expire and a new building permit application will be required.

CERTIFICATE OF OCCUPANCY BEING ISSUED

After final inspection has been completed, when it is found that the building or structure and site plan complies with ALL CODE provisions of Platte County, the notarized affidavit, required approvals from the appropriate road district, sewer district, or health department and any other documentation necessary for this structure, the building Official will issue a certificate of occupancy. **No building, structure or addition may be lawfully used or occupied until the certificate of occupancy is issued.**

EXCEPTION: A temporary certificate of occupancy may be issued for the use of a portion or portions of a building or structure prior to completion. A temporary Certificate of Occupancy shall be issued for one (1) six (6) month time period by the Planning and Zoning Director or a duly designated alternate for due cause shown by the building permit applicant and approved by the Planning and Zoning Director or duly designated alternate. If a temporary Certificate of Occupancy expires and a final Certificate of Occupancy has not yet been issued, the applicant or owner is in violation of this code and, in addition, thereto such applicant shall be required by the Planning and Zoning Director or duly designated alternate to obtain a new building permit for the entire project before a new temporary or final Certificate of Occupancy may be issued.

In order to receive a temporary certificate of occupancy **before** ground cover is established, Documentation will need to be provided proving an escrow account has been established to guarantee exposed areas will be reestablished with vegetation pursuant to the adopted Sediment and Erosion Control Ordinance. Said escrow fund must be held by a valid third party and should be in the amount of the cost to complete the reestablishment of vegetation plus 50%. Sediment and Erosion control measures must remain in place until vegetation is reestablished. **The director of Planning and Zoning, or duly designated alternate, reserves the authority to reject any escrow documentation and thus not issue the Temporary Certificate of Occupancy if the escrow amount is deemed to not be sufficient to reestablish vegetation pursuant to this Order.**

If it is determined by a county inspector that any ground adjacent to the lot, regardless of ownership, has been disturbed by the building permit holder, vegetation must be established on the disturbed ground prior to issuing an occupancy permit.

BUILDING PERMIT PROCEDURES

1. A **warranty deed** showing ownership of the parcel.
2. The full name, address and phone number of the contractor and owner.
3. Septic tanks require a permit from the Platte County Health Department. 816-858-2412.
4. Sewer permit from the Platte County Regional Sewer District 816-858-2052, or Timber Creek Sewer Company 816-858-3989.
5. A letter from the appropriate water district which states they will be able to provide water for the new construction.
6. Entrance permit from the appropriate road district or Missouri Department of Transportation.
7. Two copies of an applicable site plan, erosion and sediment control plan, elevations, easements and flood plain as well as the building or structure. **The site plan must be completed by a licensed Surveyor in the State of Missouri.**
8. Submit two sets of **sealed drawings by an Engineer licensed in the State of Missouri** to the Platte County Planning and Zoning Department. One set will be stamped by the department and given back to you and **must be available at the site during inspections.**
9. Footing, wall, floor, roof plans including bracing details for braced wall panels and roof structure and drawings showing the size and spacing of all members, total square foot of new construction and finish elevations.
 - If a truss is used in the construction of the roofing or floor system, a sealed drawing of the truss system will be required. The drawings or plans must be sealed by an engineer within the State of Missouri.
 - Electrical layout must be placed on the plans or drawings.
 - For modular homes, a letter from the manufacturer stating that the structure will meet the requirements of the adopted codes of the State of Missouri for Modular homes will be required. This would include a sealed design drawing for the foundation system, if one is not included in the drawings from the modular home company.
 - Any amendments to the application plans or drawings, or specifications must be filed with and approved by the Building Official prior to the commencement of additional work, and the amendment shall comply with all other provisions.
 - If you intend to construct a suspended slab, that information will need to be provided prior to construction. An inspection must be completed on the suspended slab prior to it being poured by a licensed engineer in the State of Missouri, with a copy of the report being forwarded to this office.
10. Submit a RES-check under the **2006 IECC**. www.energycodes.gov
11. Signed Plan Certification Statement, available on the county website.
12. Green Build documentation, if applicable.

COST:

\$200.00 for the first 500 square feet, or part thereof, plus \$.25 for each additional square foot after that, for up to 1400 square feet.

\$300.00 for the first 500 square feet or part thereof, plus \$.35 for each additional square foot after that, for 1401 square feet and up.

RENOVATION PERMIT PROCEDURES

1. A **warranty deed** showing ownership of the parcel.
2. The full name, address and phone number of the contractor and owner.
3. A brief description of the nature of the proposed work.
4. An applicable site plan including the dimensions from all property lines, easements and flood plain. The site plan must be completed by a licensed Surveyor in the State of Missouri.
5. Plans or drawings showing the finished renovation, any elevation views, if available.
 - If a truss is used in the construction of the roofing or floor system, a sealed drawing of the truss system will be required. The drawings or plans must be sealed by an engineer within the State of Missouri.
 - Applicable engineering details or drawings if construction designs
6. Total square footage of construction and valuation of construction.
7. Septic tanks require a permit from the Platte County Health Department. 816-858-2412

COST:

\$100.00 for the first 500 square feet, or part thereof, plus \$.05 for each additional square foot after that.

SWIMMING POOL PERMIT PROCEDURES

1. A **warranty deed** showing ownership of the parcel.
2. The full name, address and phone number of the contractor and owner.
3. An applicable site plan including the dimensions from all property lines, easements and flood plain, must be completed by a surveyor licensed in the State of Missouri.
4. Plans or drawings showing how the swimming pool is constructed and any elevation views if available, along with the pump information.
5. The total square footage of the new construction and valuation of construction.

COST:

\$75.00

DECK PERMIT PROCEDURES

1. A **warranty deed** showing ownership of the parcel.
2. The full name, address and phone number of the contractor and owner.
3. An applicable site plan including the dimensions from all property lines, easements and flood plain, must be completed by a surveyor licensed in the State of Missouri.
4. Plans or drawings showing the finished deck, including lumber dimensions, size and spacing, as well as any elevation views if available.
5. The total square footage of the new construction and valuation of construction.

COST:

\$50.00

BARN / GARAGE / SHED PERMIT PROCEDURES

1. A **warranty deed** showing ownership of the parcel.
2. The full name, address and phone number of the contractor and owner.
3. Entrance Permit, if required, from the applicable Road District or Missouri Department of Transportation.
4. Septic tanks require a permit, if applicable, from the Platte County Health Department. 816-858-2412
5. Approval from the applicable water district, if necessary, insuring water can be provided.
6. An applicable site plan including dimensions from all property lines, easements and flood plain, must be completed by a surveyor licensed in the State of Missouri.
7. Footing, wall, floor, and roof plans or drawings showing the size and spacing of members.
 - If a truss is used in the construction of the roofing system, a sealed drawing of the truss system will be required. The drawings or plans must be sealed by an engineer within the State of Missouri.
8. The total square footage of the new construction and valuation of construction.

COST:

Barn or Garage

\$50.00 for the first 500 square feet, or portion thereof and \$.10 for each additional square foot after the first 500 square feet.

Shed

\$50.00 for the first 500 square feet, or portion thereof, plus \$.05 for each additional square foot after the first 500 square feet.

ROOM ADDITION PERMIT PROCEDURES

1. A **warranty deed** showing ownership of the parcel.
2. The full name, address and phone number of the contractor and owner.
3. An applicable site plan, including the dimensions from all property lines, easements and flood plain. The site plan must be completed by a Surveyor licensed in the State of Missouri.
4. Plans and drawings showing the finished room addition and any elevation views if available.
 - If a truss is used in the construction of the roof or floor system, a sealed drawing of the truss system will be required. The drawings or plans must be sealed by an engineer within the State of Missouri.
 - Applicable engineering details, plans or drawings, if construction designs are controversial or out of the ordinary.
5. The total square footage of the new construction and valuation of construction.
6. Septic tank permit, if applicable, Platte County Health Department. 858-2412.
7. Approval, if applicable, from the appropriate county water district, which states that they will be able to extend water service.

COST:

\$100.00 for the first 500 square feet, or part thereof, plus \$.05 for each additional square foot after that.

DEMOLITION PERMIT PROCEDURES

1. A **warranty deed** showing ownership of the parcel.
2. The full name, address and phone number of the contractor and owner.
3. Proof of disposal of demolition waste.

COST:

Residential \$25.00

Commercial \$100.00

FIRE REBUILD PERMIT PROCEDURE

1. A **warranty deed** showing ownership of the parcel.
2. The full name, address and phone number of the contractor and owner.
3. A brief scope of the proposed work.
4. Floor plans or drawings showing the use or occupancy of rooms, room dimensions, exits, etc. Floor plans need to be sealed by an Engineer within the State of Missouri.
 - If a truss is used in the construction of the roof or floor system, a sealed drawing of the truss system will be required. The drawings or plans must be sealed by an engineer within the State of Missouri.
 - A letter from a structural Engineer.
5. The total square footage of the new construction and valuation of construction.
6. Letter from a Structural Engineer Licensed in the State of Missouri concerning the damage to structural members.
7. Any amendments to the application, plans, or drawings, or specifications must be filed with and approved by the Building Official and/or Enforcement Officer prior to the commencement of additional work, and the amendment shall comply with all other provisions.

COST:

\$100.00 for the first 500 square feet, or part thereof, plus \$.05 for each additional square foot after that.

COMMERCIAL BUILDING PERMIT PROCEDURES

1. A **warranty deed** showing ownership of the parcel along with a legal description of the land on which the proposed work is to be done.
2. A statement of the use or occupancy of all parts of the land and of the building or structure.
3. The full name, address and phone number of the owner and of the applicant.
4. A brief description of the nature of the proposed work.
5. Septic tanks require a permit from the Platte County Health Department. 858-2412
6. Sewer permit from the Platte County Regional Sewer District, 858-2052.
7. Approval from the applicable county water district, stating that they will be able to provide water to the new construction.
8. Entrance Permit from the applicable road district or Missouri Department of Transportation if required.
9. Approval from the Southern Platte County Fire Protection District, if applicable, 741-2900.
10. An applicable site plan, approved by the Platte County Planning Commission, along with sediment and erosion control plans, elevation plans and all other documents, as required for the development of the plot, building or structure.
11. Two sets of sealed drawings are required for commercial structures.
 - Floor plans that show the usage and occupancy of rooms, room dimensions, exits, etc. sealed by an Engineer licensed in the State of Missouri.
 - Footing, wall, floor and roof plans or drawings showing the size and spacing of members.
 - Elevation views to indicate the story height, window size, exterior finish, etc.
 - Engineered details or drawings if construction designs are controversial or out of the ordinary.
12. The total square footage of new construction and valuation of construction.
13. Any amendment to the application plans or drawings, or specifications must be filed with and approved by the Building Official and/or Enforcement Officer prior to the commencement of additional work, and the amendment shall comply with all other provisions.

COST:

\$500.00 for the first \$5,000.00 of estimated cost and \$25.00 for each additional \$5,000.00 thereafter. When plans are submitted for review, a \$500.00 deposit will be required. This deposit will cover the cost associated with the review of your construction plans by the county's consulting engineering firm. If the review costs exceed the deposit amount, additional charges will be due and billed to the applicant and must be received prior to the rough-in inspection.

2012 County Holidays

TO: Building Permit Applicant
FROM: Platte County Planning and Zoning Building Department
RE: County Holidays

The following are holidays in which the County Administration building is closed. **Inspections are not performed on these dates:**

New Year's Day	Monday	January 2, 2012
Martin Luther King, Jr. Day	Monday	January 16, 2012
Presidents' Day	Monday	February 20, 2012
Good Friday	Friday	April 6, 2012
Memorial Day (Observed)	Monday	May 28, 2012
Independence Day (Observed)	Wednesday	July 4, 2012
Labor Day	Monday	September 3, 2012
Veterans Day	Monday	November 12, 2012
Thanksgiving Day	Thursday	November 22, 2012
Day After Thanksgiving	Friday	November 23, 2012
Christmas Eve	Monday	December 24, 2012
Christmas Day	Tuesday	December 25, 2012

PLATTE COUNTY PLANNING AND ZONING

415 Third Street, Suite 115, Platte City, MO 64079

Inspection contacts: 816-858-3380 or 816-858-1940

Building Inspections cannot be scheduled from the building inspectors Mobile Phone numbers.

- **Footing, pier and bonding inspections can be called in until 9:00 a.m. of a morning and will be completed the same day. Calls for these inspections received after 9:00 a.m. will be scheduled for the next business day.**
- **All other inspections must be called in 24 hours in advance.**
- **Inspections can be scheduled for either AM or PM. AM inspections are from approximately 9:00 a.m. to Noon and PM inspections are from approximately 1:30 p.m. to 4:00 p.m. We do reserve the right to reschedule inspections, if needed.**

THIS DEPARTMENT DOES RESERVE THE RIGHT TO RE-SCHEDULE INSPECTIONS TO THE NEXT BUSINESS DAY: Regular business hours are Monday through Friday 8 am to 5 pm.

- **FOOTING AND PIER:** Inspected after trenches are excavated when forms are in place along with rebar.
- **BONDING FOR SWIMMING POOLS:** When all steel is tied and in place prior to concrete placement.
- **SUSPENDED SLABS:** Must be inspected by a Licensed Engineer in the State of Missouri and a report forwarded on to this department.
- **DRAIN TILE AND WATERPROOFING:** After waterproofing is installed and drain tile and gravel are in place.

SILT FENCE MUST BE INSTALLED PRIOR TO THE GROUND ROUGH INSPECTION AND MAINTAINED THROUGHOUT CONSTRUCTION UNTIL GROUND COVER IS RE-ESTABLISHED.

- **GROUND ROUGH:** Inspected after ground plumbing installed, and required sediment and erosion control in place.
- **ROUGH-IN:** Inspected after framing, electrical, plumbing and mechanical components are installed, if applicable, masonry fireplace flue, prior to insulation and sheetrock.
- **GAS:** Inspected after the gas line is installed and a pressure gauge is set at minimum 20 psi, this can be completed during the rough-in inspection or separately.
- **FINAL:** Inspected before occupancy of the structure. Inspection approvals from the appropriate road district, sewer district or health department, original engineering approvals, if applicable, and building permit affidavit signed and notarized, must be completed prior to final inspection, or certificate of occupancy.

Re-Inspection fees will be assessed for each trip after two of the same inspection and must be paid in person prior to any further inspections being completed.

